GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Employment Generation & Marketing Mission (EGMM) – Business process re-engineering - Orders - Issued.

PANCHAYAT RAJ & RURAL DEVELOPMENT (RD-II) DEPARTMENT

G.O.Ms.No. 387 Dated:16.12.2009

Read the following:

1. G.O. Ms No 73, PR&RD (RD III) Dept dated 17.03.2005
2. G.O. Ms. No. 355 PR & RD (RD II) Dept dated 15.10.2005
3. G.O. Ms. No. 235 PR&RD (RDII) Dept Dated 28.07.2009
4. Ltr No. 37/RD-EGMM/2009 from VC, EGMM dated 4.12.2009
5. G.O. Ms. 113 Finance (Ways & Means) Department dated 10.05.2007

ORDER

Government have reconstituted the Employment Generation and Marketing Mission (EGMM) vide G.O. cited 1 above with a view to creating employment opportunities in the non-farm sector in rural areas. In the orders issued vide reference 2 cited, Government changed the scope and structure of the organization to develop a vision and strategy for employment generation & marketing in non-farm sector; and to prepare/implement a time-bound action plan for implementation of the same. In the reference 3 cited above, the Executive Committee has been revamped for effective functioning of the organization.

2. Vice Chairperson EGMM & Addl CEO SERP in his proposal dated 4.12.2009 requested for approving a Business Process Re-engineering of the functioning of the organization which aims at infusing efficiencies in the implementation system, cuts delays, brings in financial discipline and frees Mission Managers to concentrate on identifying fresh job opportunities. The proposal contains the following broad areas:

a) Redrawing of the business processes for identification of job opportunities, inception of training batches, placements, payments etc
b) Establishing a Central Accounting System (CAS) by opening current accounts in nodal banks at Hyderabad for e-transfer of funds directly to the end users.

3. The proposal has been examined with reference to the orders issued by Finance Department vide reference 4 cited above ordering streamlining of fund flow, accountability and proper utilisation of funds received directly from Govt of India and releases by State Govt. Government directed therein that funds shall be routed through only one bank both at State and District level and transfer shall occur through a financial package. In view of the orders issued therein, and for achieving efficient processes in functioning of the EGMM and ensuring optimum utilisation of the funds and the following orders have been issued:

a. The business process re-engineering enclosed to this Order has been approved for implementation with immediate effect.
b. A Central fund for EGMM (CFE) shall be opened with effect from 1st January 2010 in one of the nationalized banks at State level. All the existing accounts at district level will be closed and the amount will be pooled in the CFE.
c. Whenever payments are authorized at the district level through an online process, they shall be cumulated in the EGMM central server.

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d. All such payments shall be transferred using internet banking system to the end users.
e. The operational bank accounts, accounts at the district level shall be registered as third party accounts for allowing online transfers based on the sanction orders issued using corporate net banking (CNB) system.

4. Further, Government direct the EGMM to increase the coverage of the programme so as to train and employ at least 3 lakh rural unemployed youth in the next 2 years.

5. A copy of this order is available on the Internet and can be accessed at the address: http://www.rd.ap.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.SUBRAHMANYAM
SECRETARY TO GOVERNMENT (RD)

To
CEO SERP & Vice Chairperson EGMM
Addl CEO SERP & Vice Chairman of EGMM
ED, EGMM & all Mission Managers
The District Collectors & Chairmen of DRDAs
Project Directors, DRDA
All Job District Managers
The PS to Minister (RD & NREGP)
The PS to Secretary (RD)
The PR & RD (General) Department
SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

Annexure to G.O. Ms. No 387

Business Process Re-engineering in EGMM

2. Objectives:

The aim of the process reform is to achieve the following:

1.1. To infuse efficiencies in the implementation system so as to cut delays and leakages in the system

1.2. To free the crucial personnel from clerical work so that they concentrate on conceptualizing the programme and monitor it better.

1.3. To achieve financial discipline at all levels and achieve optimum utilisation of the funds.

1.4. To facilitate the Mission Managers to identify ob opportunities by studying opportunities available both in rural areas and urban clusters nearby. They will lead the job teams in the districts for making signal contribution in this direction.

1.5. To shift the mobilization work to the SHG network, freeing the JRPs for working to identify job opportunities.

3. Strategies:

- Achieve online transfer of funds to the field level
- Create a Central Fund for EGMM (CFE) to be administered by the Mission office.

4. Planning

a. Preparation of action plan on Partner, Trade and batch wise trainings for the year. Annual or six month approval of the action plan by the District Collector and Executive Chairman, DRDA forwarded by the Project Director DRDA.

b. Training centers/batches should be started as per the action plan by the JDM

5. Inception of the batch

a. Inception report to be submitted by the partner at the end of 5th day of the commencement of the batch

b. Between the 6th day and 10th day after the commencement of the batch, the following processing shall be completed using online system:

 i. Inspection of the center by PD DRDA & JDM. In case of any non- agreement sent back to the partner for re submission with changes.

 ii. Independently, the inception report shall be verified and certified by the ZS Jobs committee members (if the training centre is established at the district level) or respective MS Jobs committee members (if the training centre is established at the Mandal level) by visiting the training centre. In case of non agreement it can be sent back to the JDM for re submission with necessary correction/changes. This is a social Audit done by the community for Jobs.

 iii. After this, online administrative and financial sanction will be generated (for 35%) by the JDM with the following details:

 1. ZS/MS Jobs Committee certified inception report
 2. Estimated total cost of the training as per the approved cost break up

 iv. Financial sanction proceedings will be approved by the Project Director (PD) DRDA using the online process.

 v. This sanction order by the PD DRDA will lead to creation of a batch (with a unique ID for the batch which will reflect details like District, partner, trade and year) in the central server with the maximum limit for expenditure for the batch. This will be kept as reference for all the payment in reference to the same batch. The total payment request in no circumstance should be more then the sanctioned amount. If it is more the

payment will not be done or payment request will not be generated.

c. The issue of proceeding will also automatically generate request for the 1st payment to the partner and
d. The payment will be transferred online from the central account to the account of the partner with in 24/48 hours of generation of the request.

6. Placement of the batch

a. After the placement is over the partner will update the placement details in the online database and will submit for the verification and approval of the placement report.
b. The JDM/APM will verify the placement details and will ensure the following proofs of employment are collected in the order of priority:
 i. Individual appointment letter
 ii. Letter from the employer stating selection of the youth

 In case of non agreement or insufficient information it can be send back to the partner for re submission with necessary correction/changes.
c. After JDM/APM approval of the placement report JDM will generate the financial sanction after an online approval of the PD DRDA, proceeding for the 2nd installment (50%) to the partner with the following details:
 i. Approved placement report
 ii. Proof of employment of the youth
 iii. Amount to be paid as per the pre fixed terms and conditions and training & placement ratio of the batch
d. Approval of placement report by PD DRDA will lead to automatic generation of online bill for 2nd payment to the partner for the batch and the payment will be made through online process from central account online to the account of the partner with in 24/48 hours of generation of the request.

7. Post Placement of the batch

a. The monitoring of the placed candidates will be done constantly by the EGMM. 3 months after placement, EGMM will check the welfare of the youth placed and verify whether they are continuing in the job or not.
b. Letter from employer and Employee ID card of the youth with photograph /EPF/ ESI card photo copy should be collected as proof of the youth in the job.
c. For all candidates found to be continuing in the job, the 3rd installment will be released in the following manner:
 i. JDM will verify and generate the financial sanction for 15% of the total cost
 ii. PD DRDA will authenticate this online.
 iii. After this approval, online payment will be made directly to the training partner's account.
d. There shall be a counseling centre run with qualified persons accessible by toll-free phone to all the placed candidates 24X7. This center will be responsible to monitor and counsel the youth in case of any work related issues and to reduce the drop out rate to the minimum.

8. Other Payments

Similar online transfers will be done in case of all the other payments except salaries which will be paid at the district level on reimbursement basis. In all these cases, JDM will generate the financial proceedings online after PD's online approval.

a. For the training batch i. Rent of the hired building & Infrastructure ii. Electricity Bill	b. Jobs office expenditure i. Telephone ii. Internet iii. Consumables (Paper, Printer

iii. Telephone, Internet Bill iv. Water bill at the training centre v. Food/Mess Bill, bus fare, pocket money	cartridge and other stationeries)
c. For the training centre i. Trainers Mess Charges ii. Security Guards iii. Sweeper iv. Cleaning materials (Bleeching powder, Pheniol, Acid,etc) v. Daris, buckets, mugs vi. Medical Chargers vii. Parents meet (2 times) viii. Minor Repairs (electrical, toilets, plumbing) ix. Mobilisation	d. Salaries and other entitlement i. JDM's salary ii. Telephone/Internet charges iii. TA/DA iv. Vehicle Hire Charges v. EWRC trainers salary vi. Telephone vii. TA/DA viii. Data Entry Operator salary (Out sourced) ix. Security training centre trainer salary (Out sourced) x. JRP salary (Out sourced)

9. EGMM own training programs

The expenditure for the EGMM's own training centres covering the following will also be paid online based on a bill generated by JDM and approved by the PD:

<u>For the training batch</u>

i. Consumables- Stationery
ii. ID card & Certificate printing
iii. Placement preparations
iv. Exposure visit
v. Dress
vi. Training Material Xerox/ stationery
vii. News Papers
viii. Magazines
ix. Bus Fare

<u>Payment towards the youth:</u> Pocket Money to the youth for one month after placement

10. Operations at EGMM Hyderabad

a. A central fund for EGMM (CFE) will be opened with effect from 1st January 2010 for optimum utilisation of the funds for the JOBS Scheme in the state. All the existing accounts at district level will be closed and the amount will be pooled in the CFE.
b. Whenever payments are authorized at the district level, it will be reflected in the database in the EGMM server. These payments will be transferred using internet banking system.
c. The operational bank accounts, accounts at the district level will be registered as third party accounts for allowing online transfers based on the sanction orders issued using corporate net banking (CNB) system.
d. For the corporate net banking system (CNB), there will be one 'uploader (officer1)' and 'approver (officer 2)'. The process of CNB will be as follows:

<u>Role of Officer 1</u>

i. At the end/start of the day, Officer1 who is located in EGMM logs on from his login id of web application software, a secret random password will be generated and informed to his mobile. With this key password, he enters into his account, takes the printout of all the owing transactions (patch) contains reference code, service provider bank account, amount due, etc., which are approved and sent by the Project Directors of various districts.
ii. The officer 1 clicks on each payment request to verify the details of the approved budget for the batch, any past

payments made for the batch, what is the next payment due and the payment request made is in tune or not. If the officer 1 is not satisfied can return the payment request with comments for necessary changes/correction/information.

iii. Whenever the officer1 download the patch, it saves in Comma Separated Value (CSV) which the format supported by the bank software.

iv. The Officer1 logs on to bank account (funds pooled account by the HQRTS), thereon uploads csv formatted file. Then the bank server generates and produce replica of cheque with singe signature of Officer1. He can take the printout of this cheque with details for file.

Role of Officer 2

v. At the end/start of the day, Officer2 a second signatory located in EGMM logs on from his login id of web application software, a secret random password will be generated and informed to his mobile. With this key password, he enters into his account, takes the printout of all the owing transactions (patch) contains reference code, service provider bank account, amount due, etc., which are approved and sent by the Project Directors of various districts.

vi. The officer 2 also repeats the point no 7.4 form his ID. If the officer 2 is not satisfied can return the payment request with comments for necessary changes/correction/information.

vii. The Officer2 logs on to bank account with his login ID, physically verify each owing transaction and gives his authorization for the payment request uploaded by the officer 1 after his satisfactory verification.

viii. The uploaded patch will now be processed. The amount in bank server which debit the HQRTS account, credit the service providers account simultaneously and generates replica of cheque with total amount of a patch along with double signatures. The Officer2 takes the printout for file for future reference or audit purpose.

11. Following are the various documents to be maintained at different level for cross verification and audit purpose

a. Inception of the batch
 i. Training centre verification format
 ii. Print of the inception report submitted by the partner
 iii. Print of quarries (if any) raised by the JDM, clarification given by the partner and the changes carried out in the inception report submitted
 iv. Certification of the ZS/MS committee of the inception report

b. Approval of the batch
 i. Print of the approved inception report by JDM
 ii. Bill/Invoice generated by the software as per the guidelines
 iii. Bill submitted by the partner

c. 1st installment payment partner
 i. Print of payment request by JDM & PD to the partner to EGMM

d. During the training
 i. Training centre verification format by APM/JDM/PD
 ii. Attendance report
 iii. Food register
 iv. Other bills

e. Placement of the batch
 i. Placement verification report by APM/JDM
 ii. Print of the placement report submitted by the partner
 iii. Print of quarries (if any) raised by the JDM, clarification given by the partner and the changes carried out in the placement report submitted

f. Approval of placement of the batch
 i. Print of the approved placement report by JDM
 ii. Bill/Invoice generated by the software as per the guidelines

iii. Bill submitted by the partner

g. 2nd installment payment to the partner
 i. Print of payment request by JDM & PD to the partner to EGMM

h. Post placement of the batch
 i. Post Placement verification report by APM/JDM
 ii. Print of the post placement report submitted by the partner
 iii. Print of quarries (if any) raised by the JDM, clarification given by the partner and the changes carried out in the post placement report submitted

i. Approval of placement of the batch
 i. Print of the approved placement report by JDM
 ii. Bill/Invoice generated by the software as per the guidelines
 iii. Bill submitted by the partner

j. 3rd installment payment to the partner
 i. Print of payment request by JDM & PD to the partner to EGMM

k. Other payments
 i. Print of payment request by JDM & PD to the vendor/service provider to EGMM
 ii. Bill/Invoice generated by the software as per the guidelines
 iii. Bill submitted by the partner

R.SUBRAHMANYAM
Secretary to Government (RD)